

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF:)	
)	
PROCEDURES AND POLICIES)	ADMINISTRATIVE ORDER
RELATED TO SECURITY)	NO. 97-016
BY-PASS PRIVILEGES IN THE)	
SUPERIOR COURT OF ARIZONA))	
FOR THE COUNTY OF MARICOPA))	
AND THE JUSTICE COURTS OF))	
MARICOPA COUNTY)	
_____)	

Pursuant to Supreme Court Administrative Order No. 96-32, delegating court security responsibilities to the presiding judge of a county for all trial courts within that county.

IT IS ORDERED that the attached "COURT SECURITY BY-PASS POLICY" is hereby applicable to the following court agencies in Maricopa County: Superior Court, Clerk of the Court, and the Justice Courts.

This Administrative Order shall take effect 60 days after it is signed.

Dated this ____ day of _____, 1997.

Hon. Robert D. Myers
Presiding Judge

Original:	Clerk of the Superior Court
Copies:	Chief Justice Thomas A. Zlaket
	Grant Woods, Attorney General
	Richard Romley, County Attorney
	Dean Trebesch, Maricopa Public Defender
	All Law Enforcement Agencies serving Maricopa County
	All Superior Court Judges and Commissioners
	All Justices of the Peace
	All Municipal Court Judges

Court Management Team
Don Stapley, Chairman, Board of Supervisors
David R. Smith, County Administrative Officer
Hon. Michael Brown, Presiding Judge, Pima County
Municipal Court Administrators
William Duffy, Court Security Director
Hugh Gallagher, Deputy Court Administrator, Special Services

Attachment: Court Security By-Pass Policy

COURT SECURITY BY-PASS POLICY

The security and safety of the Superior Court and Justice Courts in Maricopa County, and the personnel who work and conduct business therein is of paramount concern. The number of personnel who by-pass court security screening stations directly affect the ability of any court to provide a safe and secure environment for all. Therefore these procedures and policies regarding security by-pass privileges have been developed.

- (A) SECURITY BY-PASS is that privilege extended by the Superior Court and Justice Courts to employees, judicial staff and others to routinely circumvent the security screening station located at the entrances of a court occupied facility.
- (B) AUTHORIZED BY-PASS IDENTIFICATION is that easily recognizable identification card, badge or seal with attached photograph, issued or approved by the Superior Court Security Department and presented to a court security officer at a security screening station, which will permit the bearer to enter a secured area without having his or her person or articles routinely subjected to examination.
- o All authorized personnel who have been granted court by-pass privileges will have a special Arizona State seal placed on their assigned identification card/badge. **Only with this seal, will the rightful bearer be permitted to routinely enter a court secured area without examination.**
 - o By-pass authorization is granted only in the performance of official duties related to the Court. By-pass privileges to conduct personal or private business is not permitted, and may subject the user to a loss of all given privileges.
 - o Personnel (employees, staff, others) who are granted a by-pass privilege shall not enter any court facility with a deadly weapon or firearm as defined by the Court Security Department.
 - o By-pass privileges to enter Superior Court and Justice Court facilities will be extended to the departments, organizations, and agencies listed below. Additional agencies and related staff may be added for a good cause at the discretion of the Court Security Director.
 - Supreme Court of Arizona - Judicial Staff and Employees
 - AZ Attorney General Office - Attorney & Investigator
 - Superior Court of Arizona - Judicial Staff and Employees
(Court Administration staff, Adult Probation Officer, Clerk of Superior Court, Justice Court)
 - Municipal Courts - Judicial Staff and Employees
 - Justice Courts - Judicial Staff and Employees
 - Board of Supervisors - Members and Staff
 - U.S. District Court, District of Arizona - Judges, Judicial Staff and employees

- U.S. District Attorney, District of Arizona - Attorneys and investigators
- Sheriff's Office - Staff & Employees only
- County Attorney Office - Attorneys & Investigators
- County-sponsored indigent defense lawyers and investigators in the Office of the Public Defender and Office of Court Appointed Council.
- Maricopa County - Elections Office - Staff & Employees
- Maricopa County - Records Office - Staff & Employees
- Maricopa County - FEMD - Tradesmen & Engineers
- Maricopa County - Telecommunications staff
- Maricopa County Employees - who routinely require access to the Superior and Justice Court complexes in the official conduction of their duties.
- Court Contractor Services - Janitors, Elevator Maintenance, Armored Car Services and other contractors as deemed appropriate by the Superior Court Security Director.
- Private Attorney with Court Issued Identification
- Approved guests (with appropriate ID) of the Superior Court as authorized by the Superior Court Security Director

C. SPECIAL PROCEDURES FOR LAW ENFORCEMENT PERSONNEL

Law Enforcement Officers, Agents, Investigators (armed) may by-pass security screening stations with a subpoena to appear as a witness in an official capacity.

Police personnel who are responding to a call for assistance from the court, will be permitted by-pass court security after confirmation is received from the appropriate court Department/Judicial Division or Maricopa County Sheriff's Office officials.

(D) APPLICATION FOR BY-PASS AUTHORIZATION

As determined by the Superior Court Security Director. Those persons requesting by-pass privileges must complete an application, which shall be forwarded to: Superior Court of Arizona, ATTN: Court Security Director, 201 West Jefferson, 4th Floor, Central Courts Building, Phoenix, AZ 85003-2205

- o Upon approval of the request, a seal will be placed on that applicant's approved photo identification for recognition by Court Security Officers - the seal will be removed upon termination of by-pass privilege.
- o Upon receipt of the request, the applicant will be notified as to the reason. Disapprovals may be appealed to the Deputy Court Administrator for Special Services.

SUPERIOR COURT OF ARIZONA

In Maricopa County

DATE:

NAME: LAST, FIRST, MIDDLE INITIAL	DEPARTMENT/FIRM
WORK PHONE #	SERIAL # ON ID CARD
POSITION/TITLE	
JUSTIFICATION: List why & where by-pass is needed, how frequent, and how your court business would be adversely affected without it	

TO BE FILLED OUT BY SECURITY DEPARTMENT ONLY	
APPROVED BY:	DATE:
DISAPPROVED BY:	DATE:
REASON FOR DISAPPROVAL:	

RETURN TO:

Superior Court of Arizona
ATTN: Court Security Director
201 West Jefferson, 4th Floor, Central Court Building
Phoenix, AZ 85003-2205
(Telephone: 506-6084)

SUPERIOR COURT OF ARIZONA

In Maricopa County

AGREEMENT

I, the undersigned, understand that permission to by-pass court security screening in the Superior Court or Justice Courts of Maricopa County, Arizona, is at the discretion of the Presiding Judge of the Superior Court of Arizona or his designated representative. That, this privilege is granted **only** to conduct "Official Business " in the Superior or Justice Courts. Any violation of the provisions under which this privilege is granted may cause it's revocation.

I agree to assure proper use of this privilege including, but not limited to;

1. Preventing the use of my by-pass card and/or label by any other person for any reason.
2. Notifying the Superior Court Security Department immediately if my card and/or label is lost or stolen.

AUTHORIZED DEPARTMENT REPRESENTATIVE NAME & SIGNATURE	DATE
EMPLOYEE/REQUESTOR SIGNATURE NAME & SIGNATURE	DATE
SECURITY DEPARTMENT REPRESENTATIVE NAME & SIGNATURE	DATE